

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, May 26, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Tom Lund, Mark Tumpach, Tony Theisen, Kris Schuller

Absent:

Also Present: Executive Streckenbach. Supervisors Andrews, LaViolette, Carpenter, Buckley. John Luetscher, Debbie Klarkowski, Ellen Sorensen, Bob Heimann, Kerry Blaney, Jackie Scharping, John Zakowski, Susan Tilot, Bill Dowell, other interested parties.

I. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Election of Vice-Chair:

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to nominate Supervisor Tony Theisen as Vice-Chair of the Administration Committee. MOTION CARRIED UNANIMOUSLY.

IV. Approve/Modify Minutes of April 28, 2011:

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

1. Review of minutes:

a. Facility Master Plan Subcommittee (April 21, 2011).

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Information Services

2. Budget Status Financial Report, March 31, 2011.

Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Director's Report.

IS Director Bob Heimann highlighted the below items from the Director's report which was included in the agenda packet:

- The implementation of the new Internet Protocol (IP) based security camera system is complete at the courthouse, which went very well. It was quite a change but a better security system which has more cameras with better clarity. Recordings are taken automatically, viewed on a Smart Wall and is IP based so it can be viewed anywhere on

the network. Heimann believed this was a success story. He informed that this had been implemented at the CTC, minus the Smart Wall, and they are also looking at implementing this at the airport as well as the jail because there are a lot of cameras at those locations.

- Referring to the "Concerns" portion of his report, Heimann stated he had spoken with Executive Streckenbach about staffing issues and had planned to discuss it further as they work with the budget.
- With regards to major infrastructure implementation with the NEW Zoo Education Center, they are in serious planning and the IS Department is involved.
- Lastly, he informed the committee of the multi-year project to migrate all remaining software applications on to the IBM AS/400 computer to a newer IBM blade center.

Schuller questioned with the NEW Zoo Education Center, would there be a lot of technology within that center, such as interactive, etc. Heimann stated that the Zoo is working with a local vendor on their large room within the education center. IS will be giving them wiring and networking they need. Heimann suggested contacting Neil Anderson for further questions.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer

4. Budget Status Report, April 2011.

Treasurer Kerry Blaney informed that their interest on penalties and taxes were greater than expected.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. Treasurer's Financial Report for the Months of January, February, and March 2010.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Director's Report.

Blaney mentioned that this last month he went to court for the annual foreclosures for delinquent property taxes. Last year they started out with over 400 property parcels, which was double from the year prior, that his department worked with to clean up and get their taxes paid up to date. By the time they went to court the court awarded 25 properties because of unpaid taxes. Blaney informed that they send out delinquent notices several times a year and offer a payment plan. Two weeks before court dates, property owners are subpoenaed to appear in court so they understand what the situation is. Blaney stated that he had worked with Corporation Counsel John Luetscher and informed that he had been very helpful in assisting their department with the entire process.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support Agency

8. **NIVD Fees.**

Child Support Director Jackie Sharping referred to her memo located in the agenda packet and stated that at last months meeting the committee requested a fee structure of counties charging for certain activities in NIVD cases, what those cases are and what other counties are doing. In the packet was also a fee schedule from information gathered in August, 2010 as well as a table titled "Possible NIVD Fees as Identified by Workgroup". Sharping stated that she was proposing that Brown County consider establishing fees for NIVD activities, this would give the county an opportunity to recover some lost revenue. This is work that their department is required to do and is reduced from their revenue that they collect from the State based on certain type of work.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to refer to June's agenda to establish a fee structure for NIVD fees. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

9. **Request for Approval to Retain Outside Legal Services. Pursuant to s. 2.03(3)(e) B.C. Code. Pursuant to s. 19.85(1)(g) the committee may convene in closed session to confer with counsel rendering oral or written advice concerning legal strategy with respect to pending litigation. Following this closed session the committee may vote to reconvene in open session.**

Corporation Counsel John Luetscher stated that over the last couple of years there had been an ordinance that requires corporation counsel to obtain approval prior to retaining outside counsel or spending funds to retain outside counsel. Supervisor Evans informed that he was aware of a lawsuit filed by former Brown County Labor Negotiator Don Vanderkelen against Brown County Chairman Guy Zima and Board Attorney Fred Mohr and requested that the County pay a fee for him to have advice and counsel as a witness. He believed that he would be a witness in the case and noted that he felt he was in a difficult situation; he had a close personal friendship with Vanderkelen as well as with Zima and is a member of the Executive Committee. The Executive Committee was the committee that supposedly heard the alleged defamatory statements which are at the heart of the Vanderkelen claim.

Based on the information Evans provided, Luetscher agreed and felt Evans would be called as a witness. In part he would be a witness because he is a supervisor on the County Board as well as a member of the Executive Committee. Luetscher explained that Evans believed he would be put in a difficult position by Vanderkelen or by perhaps by the County or Zima or Mohr.

Luetscher furthered that the County is not legally required to provide counsel to an officer or an employee because they are a witness. For example, if Chairman Zima is being sued, the County is obligated to furnish a defense to the Chairman and would do so, but as a witness they do not have that legal obligation. On the other hand, as Evans role as a supervisor, essentially it's a part time position and if they accept the notion that he's going to be a witness and would benefit and need advise and counsel, it seems reasonable for the County to pay for that. Legal fees could easily consume a third or a half of a supervisor's annual salary.

The only other concern is that it's likely in this suit that there will be other witnesses who are employees or officers and Luetscher explained to Evans that he did not want to set precedence where every time someone gets a subpoena that arises from their role as an employee or an officer that the County is then going to furnish legal counsel. Evans point was that his situation is peculiar and a difficult situation and it shouldn't set precedence because it is a unique situation. If the committee is inclined to approve this request, Luescher would like to have it stated that the County would be obligated to pay for Supervisor Evans in the event that he received a notice under subpoena to testify at the deposition. There is a possibility that this lawsuit will be disposed of short

of any discovery or deposition and Luetscher doesn't want to spend money for counsel if he isn't deposed as a witness or called to testify at a trial. He suggested up to \$2,000 and felt that should get someone through a deposition.

Lund felt this went deeper, he explained that he didn't feel the need for legal counsel for himself as he was present as well as several other supervisors at the referenced Executive Committee meeting. Luetscher reiterated that Evans felt it was a more difficult situation for him because of his close personal relationships with Vanderkelen and Zima. It was obvious in reading the complaint that Vanderkelen's complaint was directed at Chairman Zima. Tumpach questioned how a friendship warranted a lawyer. Lund informed that the referenced meeting was in closed session and the action should be the only important thing. Luetscher felt what was said at the meeting will become the subject of the lawsuit. The need for the secrecy with the closed session was over and whatever was discussed can be reported out. Lund questioned the current closed session procedures and noted that the County has never recorded closed sessions but would only report out any action. Luetscher stated that he had discussed this issue with Board Attorney Mohr as well with the County Board Administrative Secretary on several occasions. Theisen stated that the City handled closed sessions the same way as the County; recording secretaries are excused from that portion of the meeting. Although there are occasions where some things should be kept confidential after a closed session (employee discipline, etc.) it was Luetscher's opinion that minutes are supposed to be taken of closed session. So in this instance there was no record of what was said during the closed session and the people at the meeting will have to go by memory.

Lund felt that if this was a case against the County, they could ask Corporation Counsel for a recommendation on what should be done. Theisen's inclination would be to see if there is a need for an attorney first. He felt that if a supervisor had a bill because of their role as a County Board Supervisor he felt the County should pay for it.

Motion made by Supervisor Theisen and seconded by Supervisor Lund to refer to Corporation Counsel for a recommendation not to exceed a figure of \$2,000. *No vote taken. Motion withdrawn.*

Streckenbach stated Evans situation as a witness would only be considered testimony to a case and was not a lawsuit against Evans so he didn't understand why he would need attorney representation. He added that if a supervisor was sued, the County should protect them but he wanted to be careful about setting precedence.

Further questions ensued with regards to the justification for this request in which Luetscher suggested going into closed session to give the committee some strategy.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to enter into closed session at 6:10 p.m. Roll Call: All Committee Members Present. Also Present: Troy Streckenbach, John Luetscher, Supervisors Andrews, Buckley, LaViolette, Carpenter. MOTION APPROVED UNANIMOUSLY.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to return to regular order of business at 6:30 p.m.

Supervisor Theisen withdrew his previous motion.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration

10. Quarterly Financial Statement Results as of 12/31/2010.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Quarterly Financial Statement Results as of 3/31/2011.

Administration Director Ellen Sorenson stated that this was in response to Supervisor Andrew's request last year that the County Board members receive quarterly reports from Finance regarding where they are in the budget. There was a total of \$772,522 savings, Sorenson explained that there had been good financial management from the department heads.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Budget Status Financial Report, April 30, 2011.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. 2011 Budget Adjustment Log

Sorenson explained that most of these budget adjustments were unbudgeted revenues that had come in as grants or donation. The donations are typically for the NEW Zoo and the grants had been written by departments. Note there are some transfers in the Sheriff's Department that were incorrectly budgeted items which they are cleaning up as they are being found. Lastly, she informed that the budget adjustment 11-63 for the transfer of \$55,333 to Administrative Fees for the outsourcing of STD, LTD and FMLA benefits was something this committee had approved a while ago and this was a budget adjustment catching up with the approval.

Further discussions ensued with regards to the budget adjustment regarding the transfer to offset the cost of new furniture for the Sheriff's facility. Theisen questioned if they needed new furniture, Streckenbach informed that the determination was that they had to move and there was no money allocated in the bonding of the Sheriff's Department for furniture or moving of furniture. When they realized that they came across this new money that was not put in the budget, they said it would cost roughly \$50,000 give or take to pick up all the old furniture and move it to the new place. They didn't have the money originally so they decided to use the money to purchase new furniture and leave the old furniture. Sorenson verified that the old furniture would be put to good use. There's been discussion about the Sheriff's Department selling it to the new tenants, the District Attorney's office.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Director's Report.

Sorenson reported that she and Human Resources Director Debbie Klarkowski had met earlier to give the committee an update on the Budget Repair Bill. She informed that Dane County

Circuit Judge MaryAnn Sumi issued an injunction on the Budget Repair Bill so it is off the table. The Wisconsin State Supreme Court will decide whether to hear the case on June 6th. Sorenson explained that they will have to wait to see if the Governor reintroduces the bill for approval once again in the Legislature, which she expected will happen.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

#14a. Budget Adjustment (11-55): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)

District Attorney Administrative Supervisor Susan Tilot explained that with the help of Administration, they had decided that instead of coming forward each time they were hemorrhaging in their budget areas, to look at what their department needed for the rest of the year. They had gone line by line at what they had purchased over a course of 10 years. She stated in the past they averaged 10 cartons of papers a month and now they were averaging 15. They have had huge cases including homicide and drug cases that are consuming their paper supply. Further discussions ensued with regards to copying, postage, subscriptions, phone fees, etc. Tilot explained the increase was due to an increase in people having and wanting more access to their office.

Ellen Sorenson stated that this was Administrations recommendation; there was a significant cost that their department incurred every time they do a budget adjustment and this way they do not have to keep coming back to committee for adjustments.

Lund suggested looking into having two computer monitors vs. one. He informed that by doing this his company had saved a lot of money with not having to print as many documents.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken. Ayes: 3 (Schuller, Lund, Theisen); Nays: 1 (Tumpach). MOTION CARRIED

Item 16 was taken at this time.

Facility & Park Management

15. Director's Report.

Dowell updated the committee on the following:

- With regards to the mail services contract, the RFP was approved a few months ago, they received two bids. It was posted on the website, eight firms downloaded it but only two firms bid. One was United Mailing and the other was Mail Haus Inc. They evaluated them on their qualifications and their proposal, the processing charge is what they are looking at and for three years worth of contract services United Mailing was \$61,000 and Mail Haus LLC was \$126,000. It's in the administrative process and will come back for committee approval.
- Dowell informed the committee of a bid tabulation that needed approval for replacement of three flat roofs at the Courthouse. He noted that this project was funded in 2010. Dowell suggested a special meeting before County Board to keep things moving. This project is tied to a couple other projects (interior restoration and drain repairs).
- Dowell provided an expense report (attached) for 2010 for the MHC. He stated this was a request from the Executive Committee.

- Lastly he provided the project schedule (attached) for the Sheriff's Office renovation and stated they were on track. They had a project meeting yesterday and they are progressing very well.

Motion made by Supervisor Schuller and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

16. Budget Status Financial Report, March 31, 2011.

Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Budget Adjustment Request (#11-64): Increase in expenses with offsetting increase in revenue.

Motion made by Supervisor Schuller and seconded by Supervisor Theisen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Human Resources Activity Report, April 2011.

Motion made by Supervisor Schuller and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Update on Chapter 4 Revision (standing item).

Human Resources Director Debbie Klarkowski stated last month they passed out a flow chart and what they expect to accomplish between now and the end of the year, they are on target and focus groups have been set up and meetings are occurring this week and next week. After June 6, 2011. Resource Analyst Debbie Seidel, Director of Administration Ellen Sorenson and Klarkowski will meet with the Department Heads and their managers individually to talk about some additional things.

No action taken.

20. Human Resources Staff Assignments.

Lund informed that he had placed this on the agenda. It was brought to his attention that there had been some redirecting of staff in HR and noted that there were some questions as to why it was being done. He questioned if it was to gain efficiencies also noting that there had been some concern regarding the amount of people under HR staff. Klarkowski responded that it was to gain efficiencies. They had a senior analyst vacancy and two analysts filled. They took the duties that were assigned to the analysts and redirected them based on their strengths. One analyst is working with all the departments on the recruitments and working closely on the rewrite on Chapter 4, she's very good with the policies. The other analyst is very good on the labor relations side so she received all the phone calls from the departments for labor related matters. She and Klarkowski work closely on those matters.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

21. County Board Health Insurance Benefit Comparison.

Klarkowski referred to the memo in the packet noting that the memo summarizes the health insurance that counties may or may not provide. Tumpach stated the data provided supported the communication he brought forward last fall. He felt Brown County was not in line with typical counties in the State. Lund informed that the compensation is voted on in November with the budget and would apply to the next elected board. Tumpach felt it was important that they had the data and appreciated the work that had been done.

Theisen requested that this information be supplied in the minutes and to all of the supervisors.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

22. Director's Report.

Klarkowski stated she had two updates.

First, she questioned if the committee received the request from last month's committee meeting. The actual request was to get the number of part time employees and full time employees for the last 10 years. She informed that they are not able to do that with their current system but they did supply the number of employees that were budget for and the number of budget hours for those years. She asked if there was any additional data the committee was requesting. Nothing further was discussed.

Secondly, there had been a communication at this committee regarding putting an ethics policy in place. Klarkowski informed that HR was working with Supervisor Andrews on that. She had some information that she recently received but had not gone through yet that she will forward to the committee via email.

Andrews informed that they had not found anyone that created a punishment of sorts for certain behaviors and noted that just because it had not be found there's no reason they couldn't invent that wheel. They thought perhaps looking at this; they can come up with some appropriate solutions, etc. and will go on from there.

Theisen stated that he had received an opinion from the Green Bay City Attorney and was informed that there were specific actions the State allowed, they can't come up with whatever they want. Andrews responded that the way the ordinance read, it only applied to certain protected classes and felt that certain language needed to be removed. Theisen brought up other types of harassment and bullying and stated that the City of Green Bay hosted presentations and had employees sign documents. He felt the County should come up with something similar. Klarkowski informed that there was some language in Chapter 2 and Chapter 4 as well as an internal policy with regards to harassment. She informed that Chapter 4 will be rewritten as they move forward with the Chapter 4 rewrite. Some policies were rewritten in 2005 but never adopted. Lund stated that he felt that HR and Andrews should keep working on this and come back with recommendations.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

The committee went back to item 15 at this time.

County Clerk

23. Budget Status Financial Report, March 31, 2011.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

#23a. Budget Status Financial Report, April 30, 2011

Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Other

24. Audit of bills.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

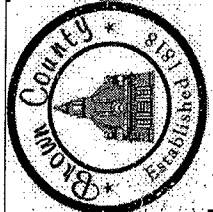
25. Such other matters as authorized by law.

Supervisor Andrews informed that they were down a person with the resignation of former County Board Supervisor Jack Krueger on the Facilities Master Plan SubCommittee and invited for anyone who is interested in being on the committee to contact her.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to adjourn at 7:18 p.m. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

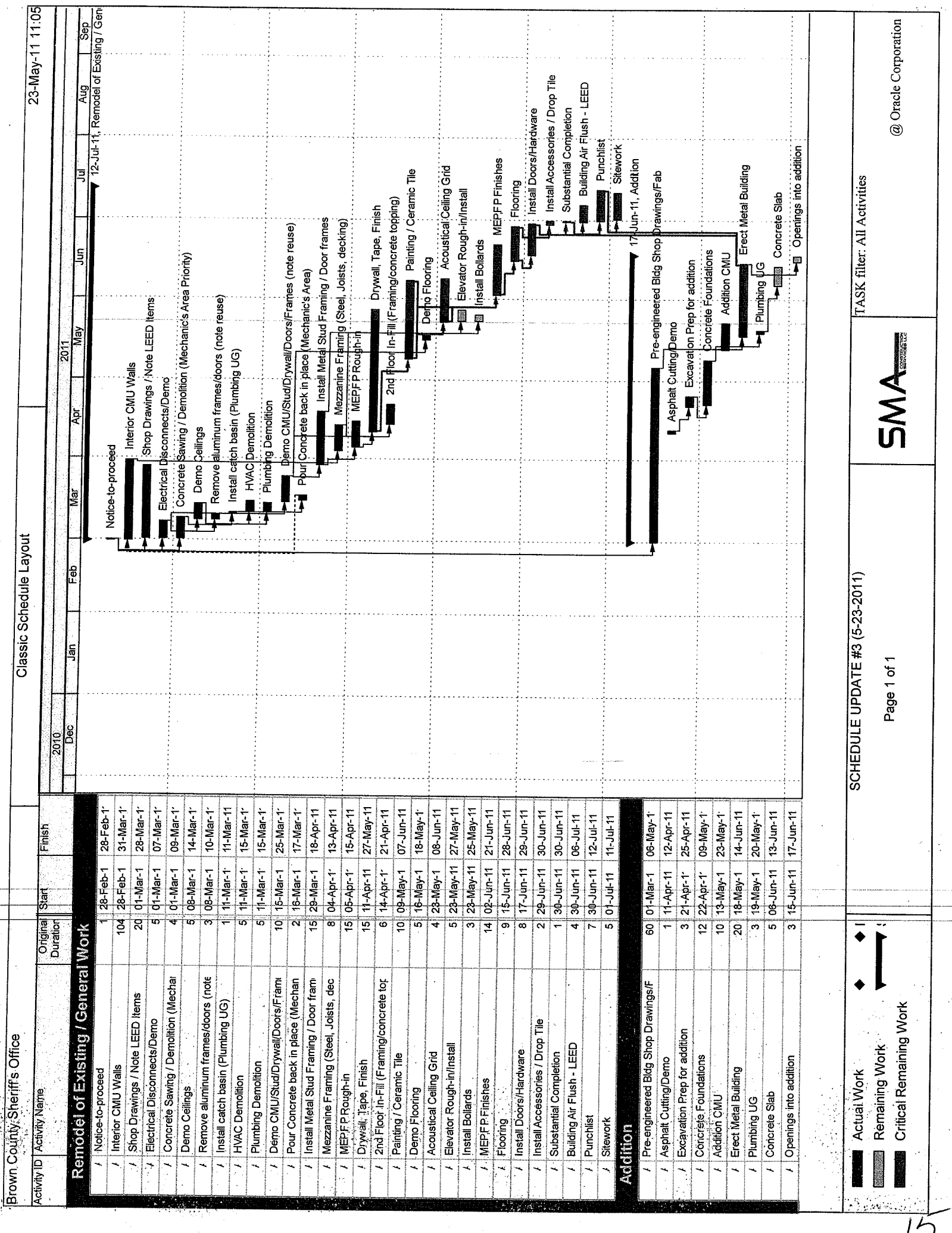
Alicia A. Loehlein
Recording Secretary

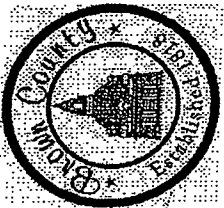


Expense Budget Performance Report

Date Range 01/01/10 - 12/31/10
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Cost Center 039 - FM MHC										
EXPENSE										
5300	Supplies	.00	9,936.00	9,936.00	1,650.24	.00	4,886.14	5,049.86	49	.00
5307	Repairs and maintenance									
5307.100	Repairs and maintenance Equipment	.00	.00	.00	.00	.00	1,096.87	(1,096.87)	+++	.00
5307.300	Repairs and maintenance Building	.00	.00	.00	400.00	.00	2,694.41	(2,694.41)	+++	.00
5307 - Repairs and maintenance Totals										
		\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$3,791.28	(\$3,791.28)	+++	\$0.00
5397	Special assessments	.00	.00	.00	.00	.00	587.23	(587.23)	+++	.00
5501	Electric	.00	19,786.00	19,786.00	4,848.07	.00	33,623.82	(13,837.82)	170	.00
5502	Gas, oil, etc.	.00	29,568.00	29,568.00	16,568.24	.00	59,582.12	(30,014.12)	202	.00
5503	Water & sewer	.00	4,650.00	4,650.00	1,550.50	.00	12,272.69	(7,622.69)	264	.00
5700	Contracted services	.00	11,620.00	11,620.00	138.00	.00	14,008.93	(2,388.93)	121	.00
EXPENSE TOTALS										
		\$0.00	\$75,560.00	\$75,560.00	\$25,155.05	\$0.00	\$128,752.21	(\$53,192.21)	49%	\$0.00
Cost Center 039 - FM MHC Totals										
		\$0.00	(\$75,560.00)	(\$75,560.00)	(\$25,155.05)	\$0.00	(\$128,752.21)	\$53,192.21	170%	\$0.00
Grand Totals										
		\$0.00	\$75,560.00	\$75,560.00	\$25,155.05	\$0.00	\$128,752.21	(\$53,192.21)		\$0.00

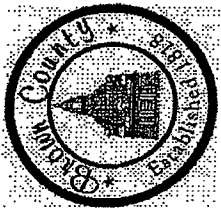




County Clerk

Fiscal Year to Date 04/30/11
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/Rec'd	Prior Year Total
Fund 100 - GF	REVENUE									
Department 019 - County Clerk	Property taxes									
4100	General property taxes	367,156.00	.00	367,156.00	30,596.34	.00	122,385.36	244,770.64	33%	393,496.00
	Property taxes Totals	\$367,156.00	\$0.00	\$367,156.00	\$30,596.34	\$0.00	\$122,385.36	\$244,770.64	33%	\$393,496.00
	Licenses & permits									
4400.194	Permits Work permit	2,000.00	.00	2,000.00	247.50	.00	602.50	1,397.50	30	2,457.50
4400.195	Permits Alarm permits	20,440.00	.00	20,440.00	38.00	.00	17,246.00	3,194.00	84	19,875.00
4401.192	Licenses Marriage License	87,605.00	.00	87,605.00	6,120.00	.00	16,090.00	71,515.00	18	88,170.00
4401.193	Licenses Domestic partnership	550.00	.00	550.00	.00	.00	.00	550.00	0	55.00
	Licenses & permits Totals	\$110,595.00	\$0.00	\$110,595.00	\$6,405.50	\$0.00	\$33,938.50	\$76,656.50	30%	\$110,557.50
	Charges for sales and services									
4600.190	Charges and fees Passport	90,000.00	.00	90,000.00	8,527.07	.00	41,407.90	48,592.10	46	99,406.70
4601.012	Sales Copy machine use	225.00	.00	225.00	.50	.00	289.75	(64.75)	129	430.00
4601.196	Sales Directory	700.00	.00	700.00	.00	.00	.00	700.00	0	809.48
4609	Miscellaneous public charges	105.00	.00	105.00	.00	.00	125.00	(20.00)	119	2,916.30
	Charges for sales and services Totals	\$91,030.00	\$0.00	\$91,030.00	\$8,527.57	\$0.00	\$41,822.65	\$49,207.35	46%	\$103,562.48
	Intergovernmental charges for services									
4700	Intergovt charges	65,000.00	.00	65,000.00	.00	.00	60.00	64,940.00	0	97,777.63
	Intergovernmental charges for services Totals	\$65,000.00	\$0.00	\$65,000.00	\$0.00	\$0.00	\$60.00	\$64,940.00	0%	\$97,777.63
	Miscellaneous revenue									
4900	Miscellaneous	300.00	.00	300.00	5.00	.00	20.00	280.00	7%	496.00
	Miscellaneous revenue Totals	\$300.00	\$0.00	\$300.00	\$5.00	\$0.00	\$20.00	\$280.00	7%	\$496.00
	Transfer in									
9002	Transfer in	3,670.00	.00	3,670.00	.00	.00	.00	3,670.00	0	.00
9002.200	Transfer in HR	.00	.00	.00	.00	.00	.00	.00	+++	2,440.00
	Transfer in Totals	\$3,670.00	\$0.00	\$3,670.00	\$0.00	\$0.00	\$0.00	\$3,670.00	0%	\$2,440.00
	Department 019 - County Clerk Totals	\$637,751.00	\$0.00	\$637,751.00	\$45,534.41	\$0.00	\$199,226.51	\$439,524.49	33%	\$708,329.61
	REVENUE TOTALS	\$637,751.00	\$0.00	\$637,751.00	\$45,534.41	\$0.00	\$199,226.51	\$439,524.49	33%	\$708,329.61
EXPENSE										
Department 019 - County Clerk	Personnel services									
5100	Regular earnings	246,333.00	.00	246,333.00	25,449.28	.00	73,594.16	172,738.84	30	221,554.27
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	2,444.83	.00	5,663.43	(5,663.43)	+++	20,323.42
5103.000	Premium Overtime	1,008.00	.00	1,008.00	1,553.74	.00	2,047.02	(1,039.02)	203	2,544.31
	Personnel services Totals	\$247,341.00	\$0.00	\$247,341.00	\$29,447.85	\$0.00	\$81,304.61	\$166,036.39	30%	\$244,422.00
	Fringe benefits and taxes									
5110.100	Fringe benefits FICA	18,427.00	.00	18,427.00	2,122.80	.00	5,860.93	12,566.07	32	17,766.62
5110.110	Fringe benefits Unemployment compensation	1,238.00	.00	1,238.00	103.16	.00	412.72	825.28	33	.00
5110.200	Fringe benefits Health Insurance	60,088.00	.00	60,088.00	9,111.06	.00	25,814.65	34,273.35	43	63,889.19

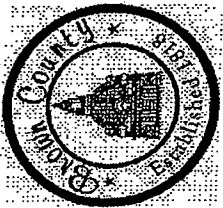


County Clerk

Fiscal Year to Date 04/30/11
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF	EXPENSE									
Department 019 - County Clerk										
Fringe benefits and taxes										
5110.210	Fringe benefits Dental Insurance	5,315.00	.00	5,315.00	653.73	.00	1,852.23	3,462.77	35	5,117.96
5110.220	Fringe benefits Life Insurance	785.00	.00	785.00	117.26	.00	263.81	521.19	34	707.10
5110.230	Fringe benefits LT disability Insurance	891.00	.00	891.00	.00	.00	.00	891.00	0	.00
5110.235	Fringe benefits Disability Insurance	1,913.00	.00	1,913.00	228.40	.00	913.61	999.39	48	2,009.28
5110.240	Fringe benefits Workers compensation Insurance	38.00	.00	38.00	3.17	.00	12.64	25.36	33	305.00
5110.300	Fringe benefits Retirement	12,615.00	.00	12,615.00	1,825.64	.00	5,071.44	7,543.56	40	14,290.45
5110.310	Fringe benefits Retirement credit	16,080.00	.00	16,080.00	1,706.80	.00	4,708.32	11,371.68	29	13,132.45
	Fringe benefits and taxes Totals	\$117,390.00	\$0.00	\$117,390.00	\$15,872.02	\$0.00	\$44,910.35	\$72,479.65	32%	\$117,218.05
Operations and maintenance										
5300	Supplies	.00	.00	.00	113.42	.00	802.72	(802.72)	+++	.00
5300.001	Supplies Office	6,000.00	.00	6,000.00	.00	.00	688.92	5,311.08	11	6,275.73
5300.003	Supplies Technology	.00	.00	.00	.00	.00	.00	.00	+++	2,737.00
5300.004	Supplies Postage	9,200.00	.00	9,200.00	26.78	.00	3,212.18	5,987.82	35	7,348.71
5303	Copy expense	3,600.00	.00	3,600.00	.00	.00	404.43	3,195.57	11	1,453.32
5304	Printing	2,350.00	.00	2,350.00	5.33	.00	322.44	2,027.56	14	1,531.62
5304.100	Printing Forms	40,000.00	.00	40,000.00	.00	.00	330.83	39,669.17	1	42,225.80
5305	Dues and memberships	220.00	.00	220.00	.00	.00	50.00	170.00	23	145.00
5306.100	Maintenance agreement Software	13,279.00	.00	13,279.00	1,085.96	.00	4,343.87	8,935.13	33	12,647.25
5307.100	Repairs and maintenance Equipment	5,200.00	.00	5,200.00	.00	.00	177.00	5,023.00	3	.00
5310	Advertising and public notice	62,000.00	.00	62,000.00	17,744.44	.00	37,677.19	24,322.81	61	74,268.46
5330	Books, periodicals, subscription	925.00	.00	925.00	.00	.00	54.50	870.50	6	872.06
5340	Travel and training	2,300.00	.00	2,300.00	20.96	.00	387.53	1,912.47	17	1,062.86
	Operations and maintenance Totals	\$145,074.00	\$0.00	\$145,074.00	\$18,996.89	\$0.00	\$48,451.61	\$96,622.39	+++	\$150,567.81
Insurance costs										
5410.400	Insurance Bond	90.00	.00	90.00	4.86	.00	19.48	70.52	22	.00
	Insurance costs Totals	\$90.00	\$0.00	\$90.00	\$4.86	\$0.00	\$19.48	\$70.52	22%	\$0.00
Utilities										
5505	Telephone	120.00	.00	120.00	.00	.00	.00	120.00	0	681.31
	Utilities Totals	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0%	\$681.31
Chargebacks										
5600	Indirect cost	62,577.00	.00	62,577.00	5,214.75	.00	20,859.00	41,718.00	33	57,708.00
5601.100	Intra-county expense Information services	28,741.00	.00	28,741.00	2,683.33	.00	8,643.50	20,097.50	30	27,067.87
5601.200	Intra-county expense Insurance	1,063.00	.00	1,063.00	88.58	.00	354.36	708.64	33	1,008.00
	Chargebacks Totals	\$92,381.00	\$0.00	\$92,381.00	\$7,986.66	\$0.00	\$29,856.86	\$62,524.14	33%	\$85,783.87
Contracted services										
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	0	5,355.00
	Contracted services Totals	\$5,355.00	\$0.00	\$5,355.00	\$0.00	\$0.00	\$0.00	\$5,355.00	0%	\$5,355.00

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County Clerk

Fiscal Year to Date 04/30/11
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
Department 019 - County Clerk										
Transfer out										
9003										
Transfer out Totals		30,000.00	.00	30,000.00	2,500.00	.00	10,000.00	20,000.00	33	29,520.00
Department 019 - County Clerk Totals		\$30,000.00	\$0.00	\$30,000.00	\$2,500.00	\$0.00	\$10,000.00	\$20,000.00	33%	\$29,520.00
EXPENSE TOTALS		\$637,751.00	\$0.00	\$637,751.00	\$74,808.28	\$0.00	\$214,542.91	\$423,208.09	30%	\$633,548.04
Fund 100 - GF Totals		\$637,751.00	\$0.00	\$637,751.00	\$74,808.28	\$0.00	\$214,542.91	\$423,208.09	30%	\$633,548.04
REVENUE TOTALS		637,751.00	.00	637,751.00	45,534.41	.00	198,226.51	439,524.49	31	708,329.61
EXPENSE TOTALS		637,751.00	.00	637,751.00	74,808.28	.00	214,542.91	423,208.09	34	633,548.04
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	(\$29,273.87)	\$0.00	(\$16,316.40)	\$16,316.40		\$74,781.57
Grand Totals										
REVENUE TOTALS		637,751.00	.00	637,751.00	45,534.41	.00	198,226.51	439,524.49	31	708,329.61
EXPENSE TOTALS		637,751.00	.00	637,751.00	74,808.28	.00	214,542.91	423,208.09	34	633,548.04
Grand Totals		\$0.00	\$0.00	\$0.00	(\$29,273.87)	\$0.00	(\$16,316.40)	\$16,316.40		\$74,781.57

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Brown County Clerk Budget Status Report

April 30, 2011

EXPENDITURES	Annual		YTD		YTD %	
	Budget		Transactions		Budget	
Personnel Services	\$ 247,341	\$	81,305		33%	
Fringe Benefits	\$ 117,390	\$	44,910		38%	
Oper. & Maintenance	\$ 145,074	\$	48,452		33%	
Insurance	\$ 90	\$	19		21%	
Utilities	\$ 120	\$	-		0%	
Chargeback	\$ 92,381	\$	29,857		32%	
Contracted Services	\$ 5,355	\$	-		0%	
Transfer Out	\$ 30,000	\$	10,000		33%	
REVENUES						
Property Tax	\$ 367,156	\$	122,385		33%	
Licenses & Permits	\$ 110,595	\$	33,939		31%	
Sales & Services	\$ 91,030	\$	41,823		46%	
Intergovernmental Charge for Services	\$ 65,000	\$	60		0%	
Misc.	\$ 300	\$	20		7%	
Transfer In	\$ 3,670	\$	-		0%	

HIGHLIGHTS - January-April of Fiscal Year (33%)

Expenditures: All categories of Expenditures are at 33% of Adopted Budget or lower than estimate with the exception of Fringe Benefits which we impacted by Supreme Court Justice Recount.

Revenues: Revenues for Licenses and Permits are at 33% level. Sales and Services is at 46% of Budget due to a steady volume of Passport Services. Intergovernmental Charges are low because invoices from Spring Elections haven't been sent to municipalities and school districts. Miscellaneous will be on target as soon as we receive payment from the DNR for Optical Scanning use. Transfer In will remain at zero until the administrative fees earned from Dog Licences are received at the end of the year.

County Clerk - April 30, 2011

■ Annual Budget
■ YTD Transactions

